

JOB DESCRIPTION

Post: Commissioning
Support Officer

Grade: Band C

District/Department: Office of the Police & Crime
Commissioner

Location: OCC,
Wymondham/Facility
for occasional
working from home

Reporting to: The
Commissioning
Manager

Job Evaluation
Ref: D1898

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

The post holder will work alongside both the Commissioning Manager and Director of Policy, Commissioning and Media within the OPCCN to assist in the delivery of its strategic aims within the relevant Police and Crime Plan, supporting colleagues to deliver on commissioning intentions in line with the OPCCN Commissioning Strategy.

The principal purpose of this role is to support the Policy, Commissioning and Media Directorate of the OPCCN, with business support/commissioning/policy work, including administration, liaising with internal staff, external stakeholders, undertaking administrative level financial tasks and providing organisational support with tasks such as attending meetings/taking and typing minutes, writing grant agreements, monitoring grant reports etc.

The role holder will work within the OPCCN based at a Police Headquarters Wymondham. There will be the flexibility to work remotely should that be caused by necessity or on mutual agreement between the role holder and their line manager within the OPCCN.

2. Main activities of the role (This list is not exhaustive)

- Supporting the Commissioning Manager with budgets that have been successfully secured by external bids, this will involve working with external agencies, writing Grant Agreements and escalating the request for payment of the projects to the correct manager.
- Monitoring grant reports outlining spending ensuring they are reviewed and submitted to the Ministry of Justice once signed off by the Commissioning Manager
- Prepare mid-term and annual reports for the Ministry of Justice Victims Fund

- Access to National Government procurement portals to download document suites of external funding opportunities
- Support the Commissioning Manager with uploading/sense checking of documents that form part of overall bids through National Procurement portals
- To assist in developing effective commissioning practices, policies and procedures supporting the Policy and Commissioning team
- To work across the Policy and Commissioning team to help deliver new projects and initiatives
- To help administrate boards and forums managed and hosted by the OPCCN
- Support the monitoring and management of the OPCCN Commissioning budget by carrying out tasks such as running reports, assimilating information, arranging for payments to be made, administrative level financial tasks and updating the OPCCN Commissioning tool as instructed by the Commissioning Manager.
- Assist in the procurement process for Victim services
- To support and manage meetings on behalf of the Commissioning Manager
- Carry out searches for funding opportunities and sharing that information as appropriate
- Ad-hoc project support work
- Reviewing latest policies, information provided by the APCC, government news articles/funding, local/regional news within the business area and compile a weekly document (with links) for OPCCN team, up to CEO level
- Liaise with the Policy, Commissioning and Media Director to produce meeting agendas and ensure that the speakers are invited and their papers (internal and external stakeholders) are obtained and distributed to agreed timelines and other delegates are invited. Collate any correspondence from attendees such as AOB items and raise with Director. Carry out actions as agreed by the Director.
- Assist in the procurement process for Victim and Support services
- Any other duties that are commensurate with the role and grade as may be requested by management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within the County of Norfolk as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) This post is politically restricted.

In summary, the restrictions imposed on the post holder include:

- Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly of Wales, of the European Parliament or of the House of Commons, or Police and Crime Commissioner;
- Announcing or allowing others to announce, one's candidature for one of the aforementioned offices;

- Holding office in a political party;
- Canvassing at elections; and
- Speaking or writing publicly on matters of party-political controversy.

d) The postholder is required to have a full driving licence and their own transport.

Person Specification

Post Title:	Commissioning Support Officer	Responsible To:	Commissioning Manager
Grade:	Band C	Salary Range:	
Location:	Based at the Office of the Police and Crime Commissioner for Norfolk (OPCCN), Building 8, Jubilee House, Falconers Chase, Wymondham/Occasional facility to work from home		

Specification Headings	Specification for this Job	Essential / Desirable
Experience:	Demonstrable experience of working to a consistently high standard within an administrative role. Working in a team to assist with the development of policies, practices, procedures and financial information. Co-ordinating multi-agency meetings (e.g. key stakeholders, statutory, non-statutory and third sector). Compiling notes/minutes at internal and multi-agency meetings for distribution. Assisting with the compilation of reports, including reviewing data. Organising meetings/small events with partners/internal/external customers. Working in Commissioning/procurement e.g. placing of orders, setting up accounts, reconciling of invoices. Conducting searches for/distributing information to internal/external partners with funding options.	E
Qualifications:	Educated to GCSE level including possession of GCSE's in Maths and English Language or an equivalent qualification(s).	E
Skills, Knowledge and Personal Qualities:	Excellent organisational skills with high levels of accuracy and attention to detail. Good keyboard skills with a comprehensive knowledge of Microsoft Office Suite.	E
	Interpersonal skills and integrity necessary to gain and sustain the confidence of colleagues at all levels within the OPCCN, Norfolk Constabulary, strategic partners and voluntary and community sector organisations.	E
	Effective communication skills demonstrated by the ability to communicate confidently at all levels both internally and externally.	E

	Ability to work within data protection and management of information laws	E
	Ability to find appropriate solutions to problems using own initiative and as part of a team	E
	Ability to drive as required and attend remote locations across Norfolk County.	E
	Proven ability to accurately compose documents and presentation material. Good numeracy and literacy skills.	E
	Working in Commissioning/procurement e.g.-placing of orders, setting up accounts, paying of invoices	D
	Organising meetings/small events with partners/internal/external customers	D
	Conducting searches for/distributing information to internal/external partners with funding options	D
Other Factors (if any):	N/A	